

**UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT
CLERK'S OFFICE DIRECTORY**

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Hours of operation 10am to 12pm and 2pm to 4pm

CASE OPENING SPECIALISTS - Questions about the initial intake and opening of an appeal or petition should be directed to the case opening specialists.

Susan (Case Intake/Assignments Specialist)	sma	267-299-4920
Laura (Case Intake/Assignments Specialist)	lld	267-299-4925

CASE MANAGERS TEAM - Questions about the docketing of a case, ordering transcripts of district court proceedings, entry of appearance, civil information statements, motions, and rehearing petitions should be directed to the case manager. The name of the case manager assigned to a case was sent to you with the case opening letters; the initials of the case manager also appear in red at the top right corner of the docket sheet in CM/ECF. The initials and phone numbers are listed below.

Shannon Case Management Coordinator	slc	267-299-4959
Pam	pdb	267-299-4943
Caitlyn	cjg	267-299-4956
Tricia	tnh	267-299-4936
James	jk	267-299-4958
Tina	tmk	267-299-4930
Timothy	tmm	267-299-4953
Maria	mlr	267-299-4937
Carmella	clw	267-299-4928
Stephanie	smw	267-299-4947
Tonya	tyw	267-299-4938
Gina	gma	267-299-4921

CALENDARING/BRIEF PROCESSING

For questions about the scheduling/calendar of a case, oral argument, CD's of argument or video argument, please call **215-597-2995** and then **press 4**.

For questions about briefs or appendices, please call **215-597-2995** and **press 2**.

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Patricia	Chief Deputy Clerk	267-299-4903
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Helen	Attorney	267-299-4934
Kimberly	Attorney	267-299-7921
Kelly	Attorney	267-299-4913
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